

Distance Learning Coordinator/Technology Coordinator

Positions: 1
Posted:
Job Type: Full time, Salary, 32 hrs weeks, 46 weeks
Location: Jackson Mann Community Center

Department: Adult Education – ESOL program
Category: Contract Salary
Salary: Commensurate with experience
Benefits: Health, Life, Disability, paid vacation, sick, and personal time
Jill Uchiyama
Adult Education Director

Contact: Jackson Mann Community Center
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POSITION OVERVIEW

Jackson Mann Community Center's Adult Education ESOL program is looking for a highly motivated full time ESOL Distance Learning and Tech Coordinator/ Data Entry Specialist for the 2016-17 school year. Motivated individual responsible for managing all aspects of the distance learning program along with providing Tech Coordinator and Data Entry support for the entire Adult Education department. Individual is responsible for overseeing all testing processes along with intake and assessments of new ESOL students up to 4 times a year.

ESSENTIAL FUNCTIONS

Distance Learning Coordinator (17 hrs week)

- Screen potential candidates, schedule and lead orientations for new DL students throughout the year.
- Recruit students from face-to-face classes, the Adult Education waiting list, and other sources for Distance Learning.
- Review student progress on a weekly basis and give feedback to students.
- Coach and support students as needed; use e-mail, online chat, Skype, phone and texting.
- Meet with students as needed after the orientation to support them with technical or other issues.
- Hold conversation classes to foster more student involvement and reward strong student participation.
- Keep detailed records of student data, test results, goals, and goals achieved.
- Collect and report data for twice yearly funder reports and complete reports in a timely manner.
- Explore new technologies and resources to enrich student learning experience.
- Trained on SMARTT and responsible for inputting DL data for DESE portion.
- Complete other duties related to this position as assigned by your direct supervisor.
- Attend and participate in 2 Jackson Mann Community Council events/fundraisers a year.

Tech Coordinator/ Testing/Data Entry Specialist (15)

- Ensure that all students are given appropriate pre-and post tests based on their goals and English proficiency level. Keep results and share with the team on Google Drive.
- Responsible for entering and updating information in SMARTT such as intake, demographics, and assessments.
- Assist teachers in integrating technology in the classroom.
- Overseeing the computer lab and cart schedule and working with the Community Center to ensure that the lab is free.
- Responsible for inventory on all equipment in the program and knowing where each item is stored in the building.
- Responsible for checking equipment and inventory regularly for defects, missing parts, and for the upkeep and update of the laptops. Provide limited troubleshooting by acting as a liaison between ABE staff and JMCC Technology Consultant.
- Liaison between teaching staff and directors about the state of the equipment and what is needed from BPS staff.
- Keep a sign up sheet active fall all laptops and projectors. Report anything missing to the director immediately.
- Make sure equipment is safe and locked up in cabinets/cart and that the office is locked at all times.
- Other duties as assigned by Director.

QUALIFICATIONS

The ideal candidate will possess the qualifications listed below. The qualifications listed are considered minimum qualifications, unless noted otherwise.

Education: Bachelor's Degree or certification in TESL, Education, Technology, or similar degree. Master's preferred. Experience, Knowledge and Skills:

- Must function independently and as a member of a team
- Advanced use of Microsoft Office suite: Google Drive, Word, Excel, and Power point
- Ability to take initiative and prioritize work, highly organized
- Experience managing groups, dates, and deadlines.
- Understanding of the immigrant experience in the U.S.
- Ability to take direction and be a team player.
- Ability to work well with others and inspire great work done.
- Serves as an advocate to students who need specific services
- CORI check required by Boston Center for Youth and Families
- BEST Plus, TABE, administrator, training required
- Experience with SMARTT preferred.
- Excellent written and oral communication. Positive team spirit.

The Jackson Mann Community Center is a community-based non-profit service agency incorporated in 1976 to provide educational, cultural, social, recreational and community services to moderate and low-income residents of Allston-Brighton, ages 2.9 to older adulthood.

Equal Opportunity Employer.